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CENSUS OF CANADA

TM-203

Economic Coding Referral

Training Guide

Operation 2

Canada

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Economic Coding Referral Training Guide
Operation 2

Au mois de décembre 1996, des mises à jour furent apportées à ce document. Suite aux directives de la Division des opérations du recensement, certaines pages furent remplacées, et d'autres furent modifiées à la main.

In December 1996, this document was updated. Following instructions supplied by the Census Operations Division, some pages were replaced, and others modified by hand.

Prepared by: Census Operations Division
Social, Institutions and
Labour Statistics Field

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I. Introduction

Sub-operation 2D – Referral Coding differs from other sub-operations since many referred questions have no specific procedures to follow in order to obtain the correct code. Several different sources of information may have to be searched for a single-referred question.

Some Industry and Occupation cases described in the Economic Coding Referral Procedures Manual require specific instructions be followed in order to arrive at the correct code.

The exercises contained in this guide have been designed to enable you to become familiar with four main aspects of sub-operation 2D:

1. Reference materials;

2. General procedures for referral;

3. Specific instructions for students/trainees, Industry and Occupation;

4. Completion of coding in sub-operation 2D – Referral Coding.

Your trainer and the Coding Consultant will guide you through the training session. If you do not understand the instructions or if you require additional information, they are available to assist you.

II. Reference Materials for Referral

Indicate whether each of the following statements is true or false, by circling the appropriate letter beside the statement.

1. City directories may be used to identify the industry in which a respondent works. **T** **F**

2. The provincial lists of educational institutions can be used to clarify a respondent's occupation. **T** **F**

3. The Dun and Bradstreet (Canadian Key Business Directory) contains industry codes which correspond to those found in the Industrial Coding Manual (ICM). **T** **F**

4. City directories may provide a respondent's occupation and employer. **T** **F**

5. The yellow pages of telephone directories are primarily used in determining a respondent's occupation. **T** **F**

6. The Dun and Bradstreet can be used by all referral coding staff in determining the industry in which a respondent is employed. **T** **F**

III. Coding of Referred Questions

A. Receipt of Enumeration Area (EA) box from Sub-operation 2C – Adjudication

Indicate the action(s) to be taken for the following situation:

You have received an EA box in sub-operation 2D – Referral Coding. RH

B. General Instructions for Referral

1. Indicate the action(s) to be taken for the following situations:

   (a) You have extracted all economic coding referral forms from the EA box. What must you do before beginning actual referral coding?

   (b) The referred question is resolved by applying only sub-operation 2B procedures.

(c) You have applied sub-operation 2B procedures for a referred question but a code could not be found.

_____

_____

_____

_____

_____

_____

2. Complete the following statements.

(a) When you first receive an Economic Coding Referral Form, the _____, _____, _____, _____, and _____ columns should have been completed by the Coder in sub-operation 2B or the Adjudicator in sub-operation 2C.

(b) A check mark (✓) in the _____ column indicates that the question could have been coded in sub-operation 2B.

(c) Once you have determined the correct code for a referred question, this code is entered on the _____ and the _____.

(d) The _____ column on the Economic Coding Referral Form is reserved for use by the Coding Consultant only.

(e) Additional reference materials are used only after you have determined that the referred question cannot be resolved by

_____

_____

and _____

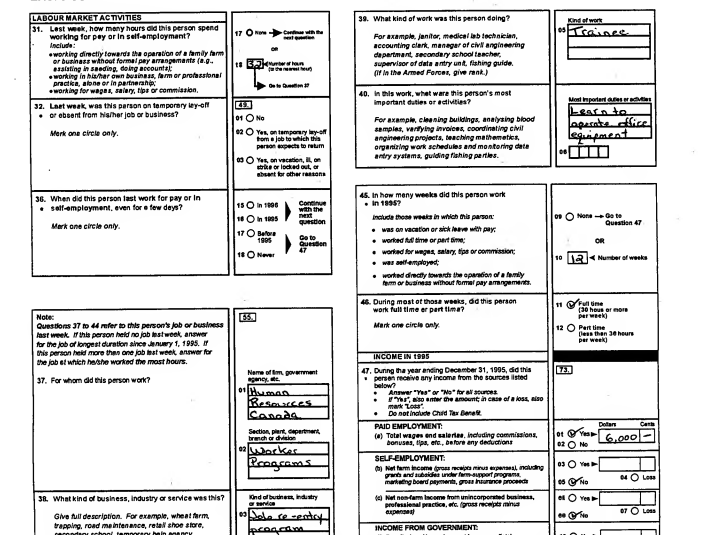
_____.

C. Specific Instructions for Referral

The following series of questions are designed to assist you in becoming familiar with the special referral instructions for students/trainees, Industry and Occupation. Write the correct action for the following questions in the space provided below.

Referral Procedures for Students and Trainees

Exercise 1



Note: The respondent reported that income in Question 47(a) was a training allowance only.

ACTION: _____

Exercise 2

LABOUR MARKET ACTIVITIES

31. Last week, how many hours did this person spend working for pay or in self-employment?
Include:
- *working directly towards the operation of a family farm or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);*
- *working in his/her own business, farm or professional practice, alone or in partnership;*
- *working for wages, salary, tips or commission.*

17 ☑ None → Continue with the next question
OR
18 ☐ Number of hours (to the nearest hour) → Go to Question 37

32. Last week, was this person on temporary lay-off or absent from his/her job or business?

Mark one circle only.

48.
01 ○ No
02 ○ Yes, on temporary lay-off from a job to which this person expects to return
03 ○ Yes, on vacation, ill, on strike or locked out, or absent for other reasons

36. When did this person last work for pay or in self-employment, even for a few days?

Mark one circle only.

15 ○ In 1996 → Continue with the next question
16 ☑ In 1995 → Continue with the next question
17 ○ Before 1995 → Go to Question 47
18 ○ Never → Go to Question 47

Note:
Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.

37. For whom did this person work?

55.

Name of firm, government agency, etc.
01 Alberta Vocational Centre

Section, plant, department, branch or division
02 School

38. What kind of business, industry or service was this?

Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.

Kind of business, industry or service
03 Upgrading
04 ☐☐☐

39. What kind of work was this person doing?

For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)

Kind of work
05 Student

40. In this work, what were this person's most important duties or activities?

For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.

Most important duties or activities
06 Skills Upgrading
08 ☐☐☐

45. In how many weeks did this person work
- **in 1995?**

Include those weeks in which this person:
- *was on vacation or sick leave with pay;*
- *worked full time or part time;*
- *worked for wages, salary, tips or commission;*
- *was self-employed;*
- *worked directly towards the operation of a family farm or business without formal pay arrangements.*

09 ○ None → Go to Question 47
OR
10 ☑ 20 ← Number of weeks

46. During most of those weeks, did this person work full time or part time?

Mark one circle only.

11 ☑ Full time (30 hours or more per week)
12 ○ Part time (less than 30 hours per week)

INCOME IN 1995

47. During the year ending December 31, 1995, did this person receive any income from the sources listed below?
- *Answer "Yes" or "No" for all sources.*
- *If "Yes", also enter the amount; in case of a loss, also mark "Loss".*
- *Do not include Child Tax Benefit.*

75.

		Dollars	Cents
PAID EMPLOYMENT:			
(a) Total wages and salaries, *including commissions, bonuses, tips, etc., before any deductions*	01 ○ Yes →	1,200	–
	02 ○ No		
SELF-EMPLOYMENT:			
(b) Net farm income *(gross receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds*	03 ○ Yes →		
	04 ○ Loss / 05 ☑ No		
(c) Net non-farm income from unincorporated business, professional practice, etc. *(gross receipts minus expenses)*	06 ○ Yes →		
	07 ○ Loss / 08 ☑ No		
INCOME FROM GOVERNMENT:			
(f) Benefits from Unemployment Insurance *(total benefits before tax deductions)*	13 ☑ Yes →	4,000	–
	14 ○ No		

ACTION: _____

Exercise 3

LABOUR MARKET ACTIVITIES

31. Last week, how many hours did this person spend working for pay or in self-employment?
Include:
- *working directly towards the operation of a family farm or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);*
- *working in his/her own business, farm or professional practice, alone or in partnership;*
- *working for wages, salary, tips or commission.*

17 ○ None → Continue with the next question
OR
18 [40] Number of hours (to the nearest hour)
→ Go to Question 37

32. Last week, was this person on temporary lay-off or absent from his/her job or business?

Mark one circle only.

49
01 ○ No
02 ○ Yes, on temporary lay-off from a job to which this person expects to return
03 ○ Yes, on vacation, ill, on strike or locked out, or absent for other reasons

36. When did this person last work for pay or in self-employment, even for a few days?

Mark one circle only.

15 ○ In 1996 → Continue with the next question
16 ○ In 1995 → Continue with the next question
17 ○ Before 1995 → Go to Question 47
18 ○ Never

37. What kind of work was this person doing?

For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)

Kind of work
05 Taking adult education classes

40. In this work, what were this person's most important duties or activities?

For example, cleaning buildings, analyzing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.

Most important duties or activities
06 Learning job skills

45. In how many weeks did this person work
- **in 1996?**

Include those weeks in which this person:
- *was on vacation or sick leave with pay;*
- *worked full time or part time;*
- *worked for wages, salary, tips or commission;*
- *was self-employed;*
- *worked directly towards the operation of a family farm or business without formal pay arrangements.*

09 ○ None → Go to Question 47
OR
10 [ ] ◄ Number of weeks

46. During most of those weeks, did this person work full time or part time?

Mark one circle only.

11 ✓ Full time (30 hour or more per week)
12 ○ Part time (less than 30 hours per week)

Note:
Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.

55

37. For whom did this person work?

Name of firm, government agency, etc.
01 Federal Government

Section, plant, department, branch or division
02 Employment

38. What kind of business, industry or service was this?

Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.

Kind of business, industry or service
03 Training Programm
04 [ ]

INCOME IN 1995

47. During the year ending December 31, 1995, did this person receive any income from the sources listed below?
- *Answer "Yes" or "No" for all sources.*
- *If "Yes", also enter the amount; in case of a loss, also mark "Loss".*
- *Do not include Child Tax Benefit.*

75

	Dollars	Cents
PAID EMPLOYMENT:		
(a) Total wages and salaries, *including commissions, bonuses, tips, etc., before any deductions*	01 ✓ Yes ▶ 19,000	–
	02 ○ No	
SELF-EMPLOYMENT:		
(b) Net farm income *(gross receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds*	03 ○ Yes ▶	
	04 ○ Loss	
	05 ✓ No	
(c) Net non-farm income from unincorporated business, professional practice, etc. *(gross receipts minus expenses)*	06 ○ Yes ▶	
	07 ○ Loss	
	08 ✓ No	
INCOME FROM GOVERNMENT:		
(f) Benefits from Unemployment Insurance *(total benefits before tax deductions)*	13 ✓ Yes ▶ 2,400	–
	14 ○ No	

ACTION: _____

Exercise 4

LABOUR MARKET ACTIVITIES

31. Last week, how many hours did this person spend working for pay or in self-employment?
Include:
- *working directly towards the operation of a family farm or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);*
- *working in his/her own business, farm or profession/practice, alone or in partnership;*
- *working for wages, salary, tips or commission.*

17 ○ None → Continue with the next question
OR
18 52 Number of hours (to the nearest hour)
→ Go to Question 37

32. Last week, was this person on temporary lay-off or absent from his/her job or business?

Mark one circle only.

49
01 ○ No
02 ○ Yes, on temporary lay-off from a job to which this person expects to return
03 ○ Yes, on vacation, ill, on strike or locked out, or absent for other reasons

36. When did this person last work for pay or in self-employment, even for a few days?

Mark one circle only.

15 ○ In 1996 → Continue with the next question
16 ○ In 1995 → Continue with the next question
17 ○ Before 1995 → Go to Question 47
18 ○ Never → Go to Question 47

39. What kind of work was this person doing?

For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)

Kind of work
01 Engineering Student

40. In this work, what were this person's most important duties or activities?

For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.

Most important duties or activities
Learning
08

45. In how many weeks did this person work in 1995?

Include those weeks in which this person:
- *was on vacation or sick leave with pay;*
- *worked full time or part time;*
- *worked for wages, salary, tips or commission;*
- *was self-employed;*
- *worked directly towards the operation of a family farm or business without formal pay arrangements.*

08 ○ None → Go to Question 47
OR
10 52 Number of weeks

46. During most of those weeks, did this person work full time or part time?

Mark one circle only.

11 ○ Full time (30 hours or more per week)
12 ○ Part time (less than 30 hours per week)

INCOME IN 1995

47. During the year ending December 31, 1995, did this person receive any income from the sources listed below?
- *Answer "Yes" or "No" for all sources.*
- *If "Yes", also enter the amount; in case of a loss, also mark "Loss".*
- *Do not include Child Tax Benefit.*

73

	Dollars	Cents
PAID EMPLOYMENT:		
(a) Total wages and salaries, *including commissions, bonuses, tips, etc., before any deductions*		
01 ✓ Yes ▶	10,000	–
02 ○ No		
SELF-EMPLOYMENT:		
(b) Net farm income *(gross receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds*		
03 ○ Yes ▶		
04 ✓ No		04 ○ Loss
(c) Net non-farm income from unincorporated business, professional practice, etc. *(gross receipts minus expenses)*		
06 ○ Yes ▶		
08 ✓ No		07 ○ Loss
INCOME FROM GOVERNMENT:		
(f) Benefits from Unemployment Insurance *(total benefits before tax deductions)*		
13 ○ Yes ▶		
14 ✓ No		

Note:
Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.

55

37. For whom did this person work?

Name of firm, government agency, etc.
01 Transport Canada

Section, plant, department, branch or division
02 Canadian Coast Guard Fleet Systems

38. What kind of business, industry or service was this?

Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.

Kind of business, industry or service
03 Engineering
04

Note: Such students are sworn in the Canadian Public Service.

ACTION: _____

Exercise 5

LABOUR MARKET ACTIVITIES

31. Last week, how many hours did this person spend working for pay or in self-employment?
Include:
- *working directly towards the operation of a family farm or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);*
- *working in his/her own business, farm or profession/practice, alone or in partnership;*
- *working for wages, salary, tips or commission.*

17 ○ None → Continue with the next question
OR
18 40 Number of hours (to the nearest hour)
→ Go to Question 37

32. Last week, was this person on temporary lay-off or absent from his/her job or business?

Mark one circle only.

45
01 ○ No
02 ○ Yes, on temporary lay-off from a job to which this person expects to return
03 ○ Yes, on vacation, ill, on strike or locked out, or absent for other reasons

36. When did this person last work for pay or in self-employment, even for a few days?

Mark one circle only.

15 ○ In 1996 → Continue with the next question
16 ○ In 1995 → Continue with the next question
17 ○ Before 1995 → Go to Question 47
18 ○ Never → Go to Question 47

38. What kind of work was this person doing?

For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)

Kind of work
05 Student Nurse

40. In this work, what were this person's most important duties or activities?

For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.

Most important duties or activities
Studying
Working on
Nurse
06

45. In how many weeks did this person work
- **in 1997**

Include those weeks in which this person:
- *was on vacation or sick leave with pay;*
- *worked full time or part time;*
- *worked for wages, salary, tips or commission;*
- *was self-employed;*
- *worked directly towards the operation of a family farm or business without formal pay arrangements.*

08 ○ None → Go to Question 47
OR
10 25 ◄ Number of weeks

46. During most of those weeks, did this person work full time or part time?

Mark one circle only.

11 ○ Full time (30 hour or more per week)
12 ○ Part time (less than 30 hours per week)

INCOME IN 1996

47. During the year ending December 31, 1996, did this person receive any income from the sources listed below?
- *Answer "Yes" or "No" for all sources.*
- *If "Yes", also enter the amount; in case of a loss, also mark "Loss".*
- *Do not include Child Tax Benefit.*

73

	Dollars	Cents
PAID EMPLOYMENT:		
(a) Total wages and salaries, *including commissions, bonuses, tips, etc., before any deductions*	01 ○ Yes ► 02 ○ No	
SELF-EMPLOYMENT:		
(b) Net farm income *(gross receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds*	03 ○ Yes ► 05 ○ No	04 ○ Loss
(c) Net non-farm income from unincorporated business, professional practice, etc. *(gross receipts minus expenses)*	08 ○ Yes ► 09 ○ No	07 ○ Loss
INCOME FROM GOVERNMENT:		
(f) Benefits from Unemployment Insurance *(total benefits before tax deductions)*	13 ○ Yes ► 14 ○ No	

Note:
Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.

37. For whom did this person work?

55

Name of firm, government agency, etc.
01 Scarborough General Hospital

Section, plant, department, branch or division
02

38. What kind of business, industry or service was this?

Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.

Kind of business, industry or service
03 Medical Hospital
04

ACTION: _____

Exercise 6

LABOUR MARKET ACTIVITIES

31. Last week, how many hours did this person spend working for pay or in self-employment?
Include:
- *working directly towards the operation of a family farm or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);*
- *working in his/her own business, farm or professional practice, alone or in partnership;*
- *working for wages, salary, tips or commission.*

17 ○ None → Continue with the next question
OR
18 [32] Number of hours (to the nearest hour)
→ Go to Question 37

32. Last week, was this person on temporary lay-off or absent from his/her job or business?

Mark one circle only.

49.
01 ○ No
02 ○ Yes, on temporary lay-off from a job to which this person expects to return
03 ○ Yes, on vacation, ill, on strike or locked out, or absent for other reasons

36. When did this person last work for pay or in self-employment, even for a few days?

Mark one circle only.

15 ○ In 1996
16 ● In 1995 → Continue with the next question
17 ○ Before 1995 → Go to Question 47
18 ○ Never

38. What kind of work was this person doing?

For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)

Kind of work
05 Intern MD Program

40. In this work, what were this person's most important duties or activities?

For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.

Most important duties or activities
Completing internship program
06 [ ]

Note:
Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.

37. For whom did this person work?

55.
Name of firm, government agency, etc.
01 Toronto Hospital for Sick children
Section, plant, department, branch or division
02

45. In how many weeks did this person work
- in 1995?

Include those weeks in which this person:
- *was on vacation or sick leave with pay;*
- *worked full time or part time;*
- *worked for wages, salary, tips or commission;*
- *was self-employed;*
- *worked directly towards the operation of a family farm or business without formal pay arrangements.*

09 ○ None → Go to Question 47
OR
10 [52] Number of weeks

46. During most of those weeks, did this person work full time or part time?

Mark one circle only.

11 ● Full time (30 hours or more per week)
12 ○ Part time (less than 30 hours per week)

INCOME IN 1995

47. During the year ending December 31, 1995, did this person receive any income from the sources listed below?
- *Answer "Yes" or "No" for all sources.*
- *If "Yes", also enter the amount; in case of a loss, also mark "Loss".*
- *Do not include Child Tax Benefit.*

73.

	Dollars	Cents
PAID EMPLOYMENT:		
(a) Total wages and salaries, *including commissions, bonuses, tips, etc., before any deductions*		
01 ○ Yes ▶	23,000	–
02 ○ No		
SELF-EMPLOYMENT:		
(b) Net farm income *(gross receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds*		
03 ○ Yes ▶		
05 ● No	04 ○ Loss	
(c) Net non-farm income from unincorporated business, professional practice, etc. *(gross receipts minus expenses)*		
06 ○ Yes ▶		
08 ● No	07 ○ Loss	
INCOME FROM GOVERNMENT:		
(f) Benefits from Unemployment Insurance *(total benefits before tax deductions)*		
13 ○ Yes ▶		
14 ● No		

38. What kind of business, industry or service was this?

Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.

Kind of business, industry or service
03 Health Medicine
04 [ ]

ACTION: _____

Referral Coding of Industry and Occupation Questions 37-40

Indicate whether each of the following statements is true or false, by circling the appropriate letter beside the statement.

1.	If the name of the firm in Question 37 is a co-operative which is not found in the List of Establishments (LOE), and there is no clear Industry description, consult your coordinator who will refer the question to the Coding Consultant.	T	F
2.	If the responses to Questions 39 and 40 are conflicting, immediately consult your coordinator who will refer the situation to the Coding Consultant.	T	F
3.	Residual Industry codes usually have "8" as the last digit.	T	F
4.	If after searching the reference material you cannot determine whether a teacher is an elementary or secondary school teacher, code E130.	T	F
5.	If "000" appears to be the only appropriate Industry code as a result of applying the sub-operation 2B procedures, consult your coordinator who will refer this question directly to the Coding Consultant.	T	F
6.	The Industry code 400 should be used for any construction Industry write-ins referred.	T	F

D. Completion of Coding in Sub-operation 2D – Referral

Complete the following statements.

1. Once referral coding is completed for an EA, the _____ _____ and _____ columns are totalled on the Economic Coding Referral Form.

2. The Cumulative Total Number of Codes Referred is the sum of the _____ and _____ columns.

3. If more than one Economic Coding Referral Form was used for the EA, the cumulative totals for Industry and Occupation are derived by adding the _____ and the _____ for each Economic Coding Referral Form and enter this total into the _____ on the last Economic Coding Referral Form for both _____ and _____.

4. After all totals have been recorded on the Economic Coding Referral Form(s), the _____ are returned to the _____ in _____ numerical order.

5. The _____ and _____ are given to your _____ once all work has been completed for the EA.

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